



Florida Police Chiefs Association
 Serving Florida's Law Enforcement Since 1952

CORE I – EXECUTIVE/ADMINISTRATIVE ASSISTANT TRAINING
Embassy Suites Orlando - Lake Buena Vista Resort
May 3 – 5, 2021

Monday, May 3	
COMMUNICATIONS	
11:30am	Registration – Sign In
11:45am	Welcome – Opening Remarks <i>Amy Mercer, Executive Director</i>
12:00pm-4:00pm	Communications <i>Speaker: Sara Brady, Sara Brady PR</i>
4:00pm-5:00pm	Navigating Social Media <i>Speaker: Mark Economou, Public Information Manager Boca Raton Police Department</i>
5:30pm	Reception
Tuesday, May 4	
ORGANIZATION SKILLS/ROLE AND RESPONSIBILITIES	
7:45am-8:00am	Sign In
8:00am-12:00pm	Managing Time and Priorities Like an Organized Pro <i>Speaker: Michelle Bono, Bono Communications & Marketing LLC</i>
12:00pm-1:30pm	Lunch Provided
1:30pm-5:00pm	Become the Ultimate Assistant <i>Speaker: Michelle Bono, Bono Communications & Marketing LLC</i>

Wednesday, May 5

EXPECTATIONS

7:45am-8:00am	Sign In
8:00am-9:30am	Brand You: Bullet Proof Your Career <i>Speaker: Ida Walker, Tampa Police Department</i>
9:30am-10:30am	Secrets to a Successful Boss/Assistant Relationship <i>Speaker: Ida Walker, Tampa Police Department</i>
10:30am-11:30am	Seeing Things from a Chief's Perspective <i>Speaker: Chief Charles Broadway, Clermont Police Department</i>
11:30-12:00pm	Open Forum Discussion <i>Facilitator: Ida Walker, Tampa Police Department</i>
12:00pm	Graduation Class Photo